



PARKING RESERVATION PROCEDURE



BARRICADES

TEMPORARY NO PARKING barricades are intended to reserve the right-of-way for construction-related activities, residential moves, commercial moves, special events, community events, and filming projects. They are to be used for commercial vehicles (as defined by City code).

- Commercial signage on trucks must match the City issued permits on the No Parking plastic bags.
- Commercial trucks that do not have signs that match the City issued No Parking plastic bags, shall display the City Permit on the dashboard so that it's clearly visible.
- Passenger vehicles are not allowed in the reserved zone.



"NO PARKING" plastic bags accompany some parking permits issued by the Portland Bureau of Transportation located in the Development Services Center. The permittee is responsible for placing the bags. Barricades, while recommended, are not required to place the city issued plastic bags and stickers, however they must be placed in such a manner as to be visible and readable from the street. (see photo) Barricades, or equivalent, must be at the location/address to be reserved. When reserving more than one space, they should be placed as follows:

1. A minimum of six barricades per block face and no less than one barricade every 40 ft..
2. Adjacent to the parking lane, facing the street.
3. A barricade at each corner, if applicable.
4. Within a block face, outer most arrows must point toward each other.

Temporary restrictions will supersede regular parking regulations only if **all other parking signs are covered.** Example: 1 hour or Truck Loading Zones signs, etc. must be covered within the barricaded area.

Do not cover any 'No Parking Anytime' or 'No Stopping or Parking' or 'Pay to Park' signs.



VERIFICATION

The placement of barricades and/or "NO PARKING" bags will be enforceable **24 hours after** Parking Enforcement verifies that they are installed correctly. All verification charges will be billed to the permittee.

One verification check by Parking

Enforcement includes up to a maximum of four (4) consecutive block faces (800 feet). (See page 2)

Verifications are valid for seven (7) calendar days from the date and time of the verification. If the job/operation is of longer duration than seven days, call Parking Enforcement once a week for re-verification.

The fee includes all vehicles illegally parked within the reserved zone if the permittee chooses to have Parking Enforcement verify the barricades.

Barricade verification is not required; however, if enforcement is needed and verification was not requested, refer to the Tow-by-the-Hour section of this form.

To request verification or enforcement:

- Call Parking Enforcement at 503-823-5195, press #3 to speak with a receptionist, or
- Complete the request form on the back of this form and fax it to 503-823-6139.

PARKING ENFORCEMENT HOURS

- 7:00 AM - 5:00 PM, Monday–Friday
- 9:30 AM - 5:00 PM, Saturdays

If a tow is necessary on Sunday or after hours, please contact Portland Police Non-Emergency at 503-823-3333 with the request.

METERED DISTRICTS

In most metered areas, parking spaces are reserved by Parking Enforcement and not by the permit holder. The devices installed by Parking Enforcement used to reserve the spaces vary depending on the location of the spaces reserved. Delineators, bags or signs are used to reserve the space(s).

APPLICATION TIMELINE

Applications should be made a minimum of five (5) working days in advance of proposed work dates by contacting the PBOT Permit Center at cpac@portlandoregon.gov or 503-823-7365. More info can also be found at:

www.portlandoregon.gov/transportation/permitting

VERIFICATION AND ENFORCEMENT FEES*

- \$60 for each verification and re-verification.
- \$60 for each enforcement request.**

* Subject to change without notice.
** May cancel request(s), but all charges will apply after officer is dispatched.

TOW-BY-THE-HOUR

Tow-by-the-hour is an option for a permittee (or a representative) who has not met the 24-hour notice for verification by Parking Enforcement. Parking Enforcement will call a tow company to move the vehicle to the closest legal space at the requestor's expense. **Before an officer is dispatched, the requestor must be on site and be prepared to pay the tower.** When calling for a tow-by-the-hour, the requestor will need to provide Parking Enforcement with:

- The name and billing address of the person/company requesting the tow.
- Location of vehicle and description (see request form).
- Permit Number.
- Parking Enforcement fees (see above), which are separate from the tow company's, will be billed to the requestor.
- The tow company's fees are separate from Parking Enforcement's fees. The requestor must have either cash or credit card at the site to pay the tower.

PARKING ENFORCEMENT'S TOW-BY-THE-HOUR FEES *

- \$60 per vehicle for each tow-by-the-hour **requested**. Example: 3 vehicles reported, total charge= \$180.**

* Subject to change without notice.
 ** May cancel request(s), but all charges will apply after officer is dispatched.

BARRICADE VERIFICATION REQUEST FORM

FAX to 503-823-6139

Permit #: _____

Location: _____
(House No. or Block No.) N NE NW E
W SE SW
(Quadrant-Circle One)

(Street Name)

(1st Cross Street) (2nd Cross Street)

Side of Street: East West North South Both Sides
(Circle One)

Number of Barricades/Bags: _____

Number of Feet If Partial Block: _____

Effective Dates of Permit: _____

Hours: (Circle One)
 All Hours, All Days
 No Parking, 7:00 AM - 6:00 PM, Mon. - Fri.
 No Parking, 7:00 AM - 6:00 PM, Mon. - Sat.
 Other: _____

Contact Person: _____

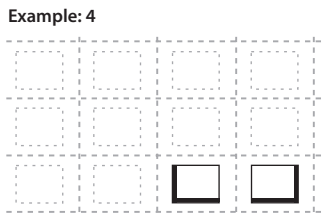
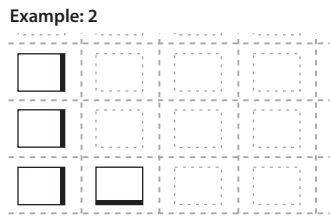
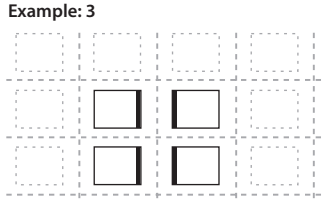
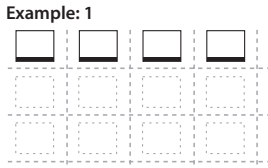
Call Back Number: _____

Company Name: _____

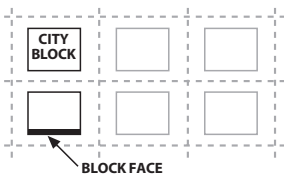
Billing Address: _____

VERIFICATION EXAMPLES

One verification check by Parking Enforcement can include up to a maximum of four (4) consecutive block faces (800 feet). Below are some examples:



City Grid Key



VERIFICATION AND ENFORCEMENT

To request verification or enforcement call Parking Enforcement with complete information at 503-823-5195, press #3 to speak to a receptionist or complete the Barricade Verification Request Form and FAX to 503-823-6139.

METERED AREA TOW-BY-THE-HOUR

Contact Parking Enforcement for rates and fees at 503-823-5195 press #3.



For more information contact:
 PARKING ENFORCEMENT DIVISION

503-823-5195

TTD 503-823-6868

www.portlandoregon.gov/transportation

The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations and additional information, contact the Title II and Title VI Coordinator at Room 1204, 1120 SW 5th Ave, Portland, OR 97204, or by telephone 503-823-2559, City TDD 503-823-6868.